

FINANCE AND PERSONNEL COMMITTEE

City of Kaukauna
Council Chambers
Municipal Services Building
144 W. Second Street, Kaukauna



Monday, December 18, 2023 at 6:10 PM

AGENDA

In-Person

1. Correspondence.
2. Discussion Topics.
 - a. Permission to fill Records Assistant.
 - b. Permission to fill Laborer.
 - c. Seasonal Youth Sports Position wage update.
 - d. Aquatic Center Fees for 2024.
 - e. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.
 - f. Return to Open Session for possible action.
 - g. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.
 - h. Return to Open Session for possible action.
3. Adjourn.

NOTICES

Notice is hereby given that a majority of the City Council will be present at the meeting of the Finance and Personnel Committee scheduled for Monday, December 18, 2023 at 6:10 P.M. to gather information about a subject over which they have decision making responsibility.

IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.



MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: December 18, 2023
Re: Notification of Retirement and Approval to Fill Position

Melody Lankey, Records Assistant at the Police Department, has turned in official notice of her retirement. Melody has been with the department since 2016. Her last day of employment will be 2/1/2024.

Staff seeks authorization from the Finance and Personnel Committee to fill a Records Assistant position due to retirement.





MEMO

HUMAN RESOURCES

To: Finance and Personnel Committee
From: Shanon Swaney, Human Resources Director
Date: December 18, 2023
Re: Notification of Retirement and Approval to Fill Position

Bill Leon, Sweeper Operator in the street department, has turned in official notice of his retirement. Bill has been with the street department since 1997. His last day of employment will be 1/2/2024

Staff seeks authorization from the Finance and Personnel Committee to fill a Laborer position due to retirement.





MEMO

FINANCE AND PERSONNEL COMMITTEE

To: Finance and Personnel Committee
From: Terri Vosters, Community Enrichment & Recreation Director
Date: December 18, 2023
Re: Seasonal Staff Wage

Recreation staff currently do not have a generic youth sport employee wage. Each sport is specific to a position and position wage. For example: football coordinator, football instructor and referee all have specific wages per position.

Staff have found the need to have a generic youth sport employee category. For example: Our Little Dribblers program has only a Coordinator. However, we have employees that are not coordinator level but do not have a position or wage.

Staff is recommending that we update the 2024 seasonal wage position to add a youth sports position with a wage of \$15.01.

Recommended Action:

Accept the proposed update to seasonal youth sport position wage.



MEMO

COMMUNITY ENRICHMENT & RECREATION

To: Finance and Personnel Committee

From: Terri Vosters, Community Enrichment & Recreation Director
Carly Zimmer, Recreation Program Manager

Date: 12/18/2023

Re: Aquatic Center fees for 2024

Staff evaluated current daily admission, season passes and pool rental fees for comparison from neighboring communities. Our current daily admissions, season passes and rental fees along with surrounding communities' fees are attached in the table below.

In 2023, we sold 118 individual passes, 154 senior passes, 10 non-resident passes and 75 family passes (unlimited family members). We hosted 18 private reservations (rentals) that served over 1,000 people. We currently do not offer rentals during open swim.

We are not recommending an increased non-resident daily fee but are recommending different rates for non-resident and resident season pass fee.

Community	Daily Admission		Season Passes		Rentals
Kaukauna	Under 4	\$.50	Individual	\$25/\$50	\$100/hr
	5-17	\$2	Family	\$100/\$200	
	18-61	\$3			
	62+	Free	62+	Free	
Little Chute	Under 1	Free	4-17	\$40/\$48.75	During open swim \$60/\$90
			18-59	\$45/\$59	
			60+	\$35/\$42.50	
	Under 3	\$1	F	\$70 +\$20 add over 4 in the family/\$86.25	Private 30 or more: \$125/hr, \$150 90 minutes, \$250/2 hours
	4-17	\$3			
	18-59	\$4			
	60+	\$3			

Kimberly	Under 2	Free	3-17	\$38/\$60	
			18-54	\$48/\$71	
			F	\$121/\$165	
	3-17	\$3.50			
	18-54	\$4			
	S	Free			
Menasha	Under 2	Free	3-17, 55+	\$38/\$58	less than 20, \$165/hr more than 20, \$225/ hour
	3-17	\$2.75	18-54	\$48/\$68	
	18-54	\$3.75	F	\$68+\$25 over 4 in the family/\$93	
	55+	\$2.75			
Appleton	Under 3	Free	4-17	\$55/\$80	\$135/hr cabana \$150/hr indoor space
	4-17	\$3.50	18-61	\$95/\$130	
	18-61	\$4.50	62+	\$75/\$100	
	62+	\$3.50	F	\$115+\$20 add over 2 in the family/\$155	
De Pere	0-2	\$2	Individual	\$48/\$79	
	3-59	\$5	Family	\$84/\$168	
	60+	\$4			
Neenah	Under 2	Free	Under 2	Free	
			3-17	\$55/\$75	
	3-17	\$3.50	18-54	\$65/\$85	
	18-54	\$4.50	55+	\$55/\$75	
	55+	\$3.50	Family	\$90/\$105 add over 2 \$20	
Green Bay	Under 2	Free	\$25 person		Under 12, \$150/hr 13-20, \$200/hr
	Individual	\$4/\$5			
Oshkosh	Under 2	Free	Under 2	Free	
			3-17	\$60/\$75	
			18-59	\$70/\$85	
	3-17	\$4.50	60+	\$60/\$75	
	18-59	\$5.50			
	60+	\$55			

Staff recommendations for the 2024 fee structure:

Daily admissions	Passes		Rentals
Under 3, F	3-17	\$30/\$40	\$125 per hour (2-hour limit) Gazebos and Room during open swim
	18-61	\$40/\$50	
	62+	\$20/\$30	
	Family of 3	\$120/\$140	
3-17, \$3			\$200 per hour after hours (private)
18-61, \$4			
62+, \$2			

Recommended Action:

Approval of the fee structure above.

